

Job Structure

There is a new structure for selecting a job for a graduate assistant. Previously there were three jobs that could be utilized for any function (TA, RA and TE). Now each function has its own set of jobs for levels 1, 2 and 3.

Research Assistant/NF Research Assistant

After entering the Org Unit code, the job title will default to the calculated Research Assistant job based on the enterprise structure chosen in the previous screen.

The screenshot shows a process flow diagram at the top with steps: 1 Select Employee, 2 Create Position, c Supervisor, 2 Create Position, b Position Header, a Enterprise Structure. Below the flow are navigation buttons: Back To Selection Screen, Previous Step, and Next Step Supervisor.

The main section is titled "Organizational Assignment Details" and contains the following fields:

Start Date:	06/01/2015	End Date:	08/15/2015
Employee Group:	2 Non-Union	Employee Subgroup:	AZ GA- Research Assist
Organization Unit: *	10016140		CHEMICAL ENGINEERING & MATERIALS SCIENCE
Job Title: *	Research Assistant I		
Comp Exam:	No	Speak:	Pending
Employment Percent:	25.00	Calc Grad Level:	01

By using the drop down menu, the applicable Research Assistant and/or NF Research Assistant job(s) will display.

1 Select Employee 2 Create Position c Supervisor 2 Create Position b Position Header a Enterprise Structure

◀ Back To Selection Screen ◀ Previous Step Next Step Supervisor ▶

Organizational Assignment Details

Start Date: 06/01/2015 End Date: 08/15/2015
Employee Group: 2 Non-Union Employee Subgroup: AZ GA- Research Assist
Organization Unit: * 10016140 CHEMICAL ENGINEERING & MATERIALS SCIENCE
Job Title: * **Research Assistant I** (dropdown menu open)
Comp Exam: Peak: Pending
Employment Percent: Calc Grad Level: 01

Grad Qualifications

Qualifications for S

The following hard stop will occur if you are trying to appoint the Graduate Assistant in a full fringe Graduate Assistant Appointment, but there is a Non-Fringe Graduate Assistant Appointment already submitted for this Graduate Assistant for summer semester.

! A NF Grad assignment currently exists

1 Enter Personal Details 2 Review Organizational Details 3 Enter Pay and Cost 4 Additional Information Attachm

Next Save Draft Withdraw

Personal Details

Personal Data

Title: Suffix:

The following hard stop will occur if you are trying to appoint the Graduate Assistant in a Non-Fringe assignment but there is a full fringe Graduate Assistant Appointment already submitted for this Graduate Assistant for Summer Semester.

! NF Grad Assignment not allowed

1 Enter Personal Details 2 Review Organizational Details 3 Enter Pay and Cost 4 Additional Information 5 Attachments and Comments Su

Next ▶ Save Draft Withdraw

Personal Details

Personal Data

Title: Suffix:

Teaching Assistant

After entering the Org Unit code, the job title will default to the calculated Teaching Assistant job based on the enterprise structure chosen in the previous screen.

1 Select Employee 2 Create Position Supervisor Create Position Position Header Enterprise Structure

◀ Back To Selection Screen ◀ Previous Step Next Step Supervisor ▶

Organizational Assignment Details

Start Date:	<input type="text" value="05/16/2015"/>	End Date:	<input type="text" value="08/15/2015"/>
Employee Group:	<input type="text" value="1"/> Union	Employee Subgroup:	<input type="text" value="AY"/> GA- Teaching Assist
Organization Unit: *	<input type="text" value="10038782"/>	SOCIAL WORK	
Job Title: *	<input type="text" value="Teaching Assistant I"/>		
Comp Exam:	<input type="text" value="No"/>	Speak:	<input type="text" value="Pending"/>
Employment Percent:	<input type="text" value="50.00"/> Min/Max Stipends	Calc Grad Level:	<input type="text" value="01"/>

By using the drop down menu, the applicable Teaching Assistant job(s) will display.

1 Select Employee 2 Create Position c Supervisor 2 Create Position b Position Header a Enterprise Structure

◀ Back To Selection Screen ◀ Previous Step Next Step Supervisor ▶

Organizational Assignment Details

Start Date:	05/16/2015	End Date:	08/15/2015
Employee Group:	1 Union	Employee Subgroup:	AY GA- Teaching Assist
Organization Unit: *	10038782	SOCIAL WORK	
Job Title: *	Teaching Assistant I	Speak:	Pending
Comp Exam:	Teaching Assistant I	Calc Grad Level:	01
Employment Percent:	Teaching Assistant II		
	Teaching Assistant III		

Teaching Exempt Assistant

After entering the Org Unit code, the job title will default to the calculated Teaching Exempt Assistant job based on the enterprise structure chosen in the previous screen.

1 Select Employee 2 Create Position c Supervisor 2 Create Position b Position Header a Enterprise Structure

◀ Back To Selection Screen ◀ Previous Step Next Step Supervisor ▶

Organizational Assignment Details

Start Date:	05/16/2015	End Date:	08/15/2015
Employee Group:	2 Non-Union	Employee Subgroup:	AY GA- Teaching Assist
Organization Unit: *	10038782	SOCIAL WORK	
Job Title: *	Teaching Exempt Assistant I	TE Exclusion Code: *	
Comp Exam:	No	Speak:	Pending
Employment Percent:	50.00 Min/Max Stipends	Calc Grad Level:	01

By using the drop down menu, the applicable Teaching Exempt Assistant job(s) will display.



◀ Back To Selection Screen ◀ Previous Step | Next Step Supervisor ▶

Organizational Assignment Details			
Start Date:	<input type="text" value="05/16/2015"/>	End Date:	<input type="text" value="08/15/2015"/>
Employee Group:	<input type="text" value="2"/> Non-Union	Employee Subgroup:	<input type="text" value="AY"/> GA- Teaching Assist
Organization Unit: *	<input type="text" value="10038782"/>	SOCIAL WORK	
Job Title: *	<input type="text" value="Teaching Exempt Assistant I"/>	TE Exclusion Code: *	<input type="text"/>
Comp Exam:	<input type="text" value="Teaching Exempt Assistant I"/>	Speak:	<input type="text" value="Pending"/>
Employment Percent:	<input type="text" value="Teaching Exempt Assistant II"/>	Calc Grad Level:	<input type="text" value="01"/>
	<input type="text" value="Teaching Exempt Assistant III"/>		